

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL REPORT

OF THE

TRUSTEES OF THE MASSACHUSETTS

STATE LIBRARY

KNOWN AND DESIGNATED AS THE

GEORGE FINGOLD LIBRARY

FOR THE

FISCAL YEAR ENDING

JUNE 30, 1968

STATE LIBRARY OF MASSACHUSETTS

OCT 26 1970

STATE HOUSE, BOSTON

MASS. OFFICIALS

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TO
OFFICIALS

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LIBRARIAN'S REPORT

I have the honor to submit the following report of the work done in the State Library of Massachusetts during the year ending June 30, 1968.

I. Albert Matkov

I. Albert Matkov
State Librarian

ANNUAL REPORT OF THE TRUSTEES

To the Honorable Senate and House of Representatives in
General Court Assembled:

The Trustees of the State Library make this their fifty-ninth annual report for the fiscal year ending June 30, 1968, under the provision of Chapter 6, Section 37, of the General Laws (Ter. Ed.)

On December 20, 1967 Representative Robert H. Quinn of Boston was elected Speaker of the House. He thereby became an ex-officio member of the Board of Trustees of the State Library.

The Trustees transmit herewith the Librarians report and incorporate it as part of this record.

John P. Elder

Maurice A. Donahue
President of the Senate

John S. Lenkiewicz

Gordon O. Thayer

Robert H. Quinn
Speaker House of Representatives

Bibliographic Control of State Publications

We respectfully submit the following textual report about what the State Library has done and is currently doing relative to bibliographic control of the publications of both the legislative and executive branches of the Commonwealth.

In 1957 the Legislative Research Bureau and the State Library prepared the first edition of the "Index of Special Reports Authorized by the General Court". This edition was published by the Bureau in mimeograph form and it included special reports issued for the calendar years 1900-1957. The second edition of the Index, also mimeographed, came out in 1962. The third edition which extended this coverage to 1966 appeared as Massachusetts House document no.3838 of 1966. Approximately five hundred copies of this edition were provided with card-board covers with the inside back covers containing a pocket to hold a supplement. We are pleased to report that the first supplement to the third edition is being prepared and we hope to publish it in the next fiscal year.

From February, 1962 the State Library has been distributing a mimeographed monthly bulletin entitled "Commonwealth of Massachusetts Publications received at the Massachusetts State Library during the Month of ...". A cumulation covering the calendar years 1962-1966 as well a supplement cumulation for 1967 are being prepared by the State Library at this time. The monthly bulletin lists publications issued by the various agencies of the executive branch of the Commonwealth. As far as we can make out our bulletin and cumulations are the first efforts to gain bibliographic control of all the publications issued by the executive branch of the Commonwealth.

Personnel

The statistics of work done that follow this textual report represent the year's labor of the people who comprise the staff of the State Library. I express my appreciation of the assistance which I have received from all the members of my staff. I particularly want to express my appreciation to those members of the staff who have been in the State Library for ten years or more. A librarian who suffers from many staff changes works with the handicap of training new people. Therefore, it is a pleasure to list in this report the names of those members of my staff who for ten years or more have contributed their skill, accuracy, speed and continued experience:-

| | |
|--------------------------|----------|
| Mrs. Elizabeth Matkov | 48 years |
| Miss Ethel B. Lewis | 42 " |
| Mr. Clifford C. Douglass | 29 " |
| Mr. Diego J. Parla | 24 " |
| Mrs. Helen McDonald | 21 " |
| Mrs. Margaret Miller | 16 " |
| Mrs. Lillian Ross | 15 " |
| Mrs. Ann Caraganis | 15 " |
| Mrs. Helen Blum | 15 " |
| Mr. Patrick Sullivan | 13 " |
| Mrs. Elinor Hedden | 13 " |
| Mrs. Filippa T. Pizzi | 11 " |
| Mr. Stephen Sullivan | 11 " |
| Mr. Gasper Caso, Jr. | 11 " |
| Miss Elizabeth Doyle | 10 " |

MASSACHUSETTS STATE LIBRARY

MAIN READING ROOM

Circulation
July 1967 - June 1968

| LAW Main Room | | | | | MISCELLANEOUS | | |
|------------------|---------|-------|--------|---------|---------------|---------|-------------|
| | Reports | Texts | Total | Outside | Main Room | Outside | Grand Total |
| July | 980 | 130 | 1,110 | 140 | 1,329 | 264 | 2,843 |
| Aug. | 821 | 88 | 909 | 131 | 1,203 | 203 | 2,446 |
| Sept. | 635 | 78 | 713 | 128 | 1,013 | 195 | 2,049 |
| Oct. | 968 | 104 | 1,072 | 122 | 1,379 | 286 | 2,859 |
| Nov. | 1,215 | 120 | 1,335 | 100 | 1,306 | 244 | 2,985 |
| Dec. | 896 | 85 | 981 | 117 | 1,185 | 196 | 2,479 |
| Jan. | 938 | 109 | 1,047 | 116 | 1,424 | 293 | 2,880 |
| Feb. | 1,293 | 98 | 1,391 | 146 | 1,319 | 302 | 3,158 |
| Mar. | 1,125 | 101 | 1,226 | 122 | 1,398 | 279 | 3,025 |
| Apr. | 952 | 93 | 1,045 | 92 | 1,833 | 279 | 3,249 |
| May | 749 | 119 | 868 | 123 | 1,136 | 283 | 2,410 |
| June | 628 | 83 | 711 | 103 | 1,335 | 207 | 2,356 |
| TOTAL | 11,200 | 1,208 | 12,408 | 1,440 | 15,860 | 3,031 | 32,739 |

Grand Totals

| | |
|---------|--------|
| 1957-58 | 17,569 |
| 1958-59 | 19,991 |
| | 17,638 |
| | 17,882 |
| 1961-62 | 22,154 |
| | 26,050 |
| | 30,753 |
| | 29,384 |
| 1965-66 | 32,977 |
| 1966-67 | 35,344 |

Telephone Reference Questions
Ext. 2590

| | |
|-------|-----|
| July | 288 |
| Aug. | 310 |
| Sept. | 285 |
| Oct. | 296 |
| Nov. | 339 |
| Dec. | 256 |
| Jan. | 385 |
| Feb. | 388 |
| Mar. | 386 |
| Apr. | 444 |
| May | 335 |
| June | 288 |

TOTAL 4,000

LEGISLATIVE REFERENCE ROOMS
July 1, 1967-June 30, 1968

Attendance:.....9,974

Telephone requests answered:.....2,358

Use of Rooms:.....9,974

By members:.....8,336

By state officers and
employees:.....832

By outsiders:.....806

Total Circulation of books:.....5,856

INTERLIBRARY LOAN DIVISION

Report for

July 1, 1967 - June 30, 1968

REQUESTS RECEIVED

| | |
|---------------|-----|
| July | 12 |
| August | 19 |
| September | 6 |
| October | 8 |
| November | 19 |
| December | 12 |
| January ('68) | 14 |
| February | 24 |
| March | 16 |
| April | 14 |
| May | 22 |
| June | 15 |
| <hr/> | |
| TOTAL .. | 181 |

BOOKS & PAMS LOANED

| | |
|-------|--|
| 15 | |
| 21 | |
| 5 | |
| 9 | |
| 21 | |
| 11 | |
| 19 | |
| 19 | |
| 24 | |
| 15 | |
| 28 | |
| 21 | |
| <hr/> | |
| 208 | |

MASSACHUSETTS STATE LIBRARY
(George Fingold Library)

ANNUAL REPORT

July 1, 1967 - June 30, 1968

ACCESSIONS

BOOKS

| | | |
|--|--------------|-------|
| By Purchase | 1,412 | |
| By Domestic Exchange | 1,860 | |
| By Foreign Exchange | 138 | |
| By Deposit from U.S. Government | 3,074 | |
| By Gifts | 1,687 | |
| Massachusetts State Publications | 707 | |
| | <u>8,878</u> | 8,878 |

PAMPHLETS

| | | |
|--|--------------|-------|
| By Purchase | 11 | |
| By Domestic Exchange | 983 | |
| By Foreign Exchange | 78 | |
| By Deposit from U.S. Government | 3,156 | |
| By Gifts | 422 | |
| Massachusetts State Publications | 973 | |
| | <u>5,623</u> | 5,623 |

MISCELLANEOUS ITEMS

| | | |
|-------------------------------|---------------|--------|
| Newspapers (printed) | 4 | |
| Newspapers (microfilm) | 11,184 | |
| U.S. maps | 0 | |
| Other maps | 38 | |
| Proclamations | 54 | |
| Posters | 0 | |
| Photos | 0 | |
| Microfilm (misc. rolls) | 0 | |
| Film jackets | 595 | |
| Apertures | 6 | |
| Records | 0 | |
| | <u>11,881</u> | 11,881 |

TOTAL 26,382

Vols. and Pams added to Old Catalogue 53 53

TOTAL 26,435

Previous Total 931,805

Total no. of Volumes and Pamphlets
accessioned (included in all Catalogues) 958,240

Reduction by loss 300 (cir.)

Reduction by binding 0

Reduction by microfilm (new cat.) 0

Reduction by discarding (new cat.) 1,026

Reduction by discarding (old cat.) 0

1,326 1,326

Total no. of Volumes and Pamphlets in the
Library June 30, 1968, including 105,222 vols.
and Pams in Law collection 956,914

CATALOGUING DEPARTMENT
July 1, 1967 - June 30, 1968

ANNUAL REPORT

CARD REPORT

| | | |
|--|------------|-----------|
| Total no. of cards typed | | 15,252 |
| Total no. of New cards completed and filed | | 10,807 |
| The above include: | | |
| Law subject cards completed | 222 | |
| U.S. document cards completed | 4,349 | |
| No. of cards eliminated or condensed: | | |
| Dictionary General literature | 343 | |
| Law | 141 | |
| U.S. | <u>507</u> | |
| | TOTAL ... | 991 |
| Total no. of cards, minus eliminations, | | |
| added to Catalogue | | 9,816 |
| Total no. of cards in Main Catalogue | | 1,186,596 |
| Total no. of cards added to Micro-card file, | | |
| 1967/68 ... | | 0 |
| Total no. of cards in Micro-card file, | | |
| June 1968-date .. | | 1,472 |

ANNUAL REPORT

July 1, 1967 - June 30, 1968

BOOKS CATALOGUED

| | |
|---|----------|
| Vols. and Pams represented in Main Card Catalogue from December 1914 - June 1967 | 772,084 |
| New Vols., Pams, and Microfilm, and Records added to Catalogue during year | 26,382 |
| Vols. and Pams recatalogued during year | <u>9</u> |
| TOTAL | 798,475 |
| Loss reduction by binding, discarding, loss and microfilming (in new cat.) | 1,326 |
| New TOTAL from December 1914 - June 1968 (Books in <u>Main Catalogue only</u>) | 797,149 |

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THE COMMONWEALTH OF MASSACHUSETTS IN ACCOUNT WITH THE STATE LIBRARY

FINANCIAL STATEMENT

JULY 1, 1967 - JUNE 30, 1968

| | <u>APPROPRIATION</u> | <u>UNALLOTTED APPROPRIATION</u> | <u>ALLOTMENTS</u> | <u>EXPENDITURES</u> | <u>UNENCUMBERED ALLOTMENT</u> |
|-----------------------------------|----------------------|---------------------------------|-------------------|---------------------|-------------------------------|
| PERSONAL SERVICES AND EXPENSES | \$260,025. | \$4,696.93 | \$255,328.07 | \$255,328.07 | -0- |

RECEIPTS:

INCOME:

SALES.....\$711.70

MISCELLANEOUS INCOME..... 140.00

\$851.70

